



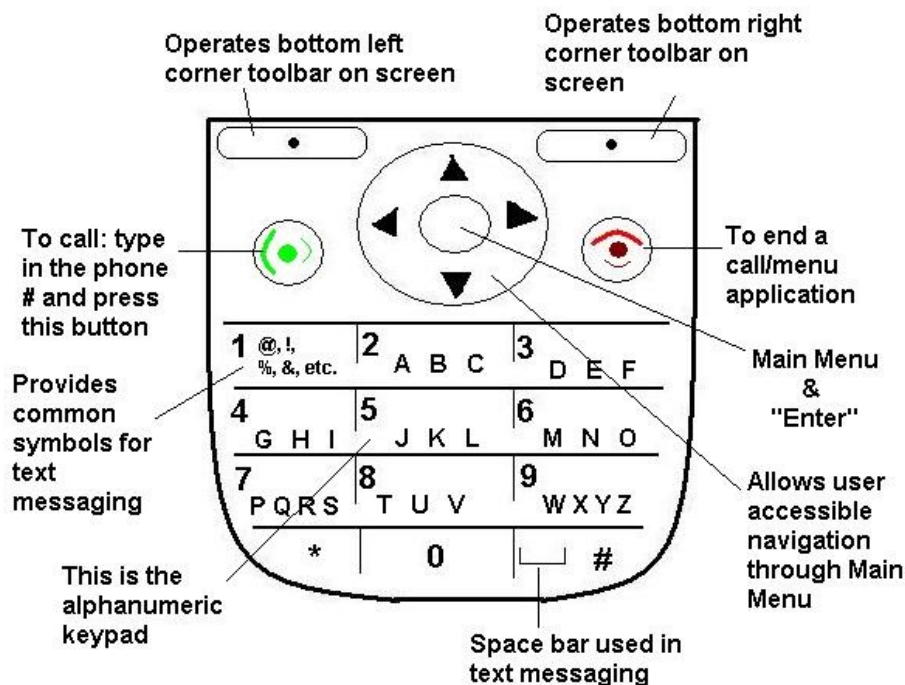
## Text Messaging Tutorial #25

Text messaging or “texting” is done on a cellphone to substitute voice communication. It is an exchange of brief written messages between other cellphones using SMS technology. Per year there is about 500+ billion text messages sent.

Text Messaging is a paid for service through a cellular phone company. Cellular phone companies offer text messaging in many of their plans. There is only so many allowable characters in a message. Approximately, a text message is 140 to 200+ characters long.

The steps provided below are guild lines to help you navigate through your device. If you need extra help with a specific function it is best to read your cellphone manual.

### Cellular Phone Key Pad



### Sending a Text Message from the Inbox

- (1) Go into “Main Menu”
- (2) Go into “Messaging”
- (3) Go into “Inbox”
- (4) Go into [create message]

- (5) Go into "New Message"
- (6) Type message
- (7) Choose "Send to" from Contact List  
(if it is a phone # not in your contact list choose "new number")
- (8) Choose "Send"

### **Sending a Text Message from the Contact List**

- (1) Go into "Main Menu"
- (2) Go into "Contacts" or "Contact List"
- (3) Go into "Options"
- (4) Go into "Send Message"
- (5) Go into "New Short Msg"
- (6) Type message
- (7) Choose "Send"

### **Answering a Text Message**

- (1) Go into the message that someone had sent to you
- (2) Go into "Options"
- (3) Go to "Reply"
- (4) Type message
- (5) Choose "Send"

### **Deleting a Text Message**

Whenever you text message, the message will stay on your cellphones memory until you delete the message. If your memory is low, usually the cellphone will warn the user ahead of time so that that user can delete the messages. To delete a text message you must:

- (1) Go into "Main Menu"
- (2) Go into "Messaging"
- (3) Go into "Inbox"
- (4) Use the arrow button to navigate to the message
- (5) Choose "Options"
- (6) Choose "Delete"
- (7) It will ask you if you wish to delete, select "yes"

### **Deleting All Messages in the Inbox/Outbox**

There is options on a cellphone that allows users the ability to delete all messages in an Inbox or Outbox all at once. Simply:

- (1) Go into the "Main Menu"
- (2) Go into "Messaging"
- (3) Scroll down to Inbox (so that the Inbox or Outbox is highlighted)
- (4) Choose "Options"
- (5) Choose "Clean up messages"
- (6) Follow the on phone instructions
- (7) The option "Delete read Inbox/Outbox messages," choose "yes"

## Text Messaging Abbreviations

Text messaging is often all abbreviations. These are used to cut the time down on typing a text message. However, once your comfortable with messaging and wish to become a faster texter you should look into using T9. This allows you to pick certain words without having to punch in every word. If you wish to active T9 on your cellphone read your manual.

| ABBREVIATION    | MEANING            |
|-----------------|--------------------|
| LOL             | Laugh out loud     |
| 2nite & 2morrow | Tonight & tomorrow |
| BRB             | Be right back      |
| gr8             | Great              |
| <3              | Heart              |
| :) & :(         | Happy & Sad Face   |
| R               | Are                |
| R U             | Are you            |
| Sup?            | Whats up?          |
| Sux             | Sucks              |
| TXT MSG         | Text message       |
| U               | You                |
| Ur              | You are            |
| W8              | Wait               |
| 4               | For                |
| BTW             | By the way         |
| CYA             | See ya             |
| L8R             | Later              |
| TTYL            | Talk to you later  |
| NP              | No problem         |
| @               | At                 |
| B/C             | Because            |
| W/              | Wait               |
| OMG             | Oh my God          |
| K               | Okay               |

\*Do not make all text messages in capital messages because it is the equivalent of screaming